

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JUNE 19, 2003
8:15 A.M.**

Commissioners Present: Ray Stevens, Vice Chair
Bob Workman
Deb Schorr

Commissioners Absent: Bernie Heier, Chair
Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Vice Chair opened the meeting at 8:17 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 12, 2003

MOTION: Schorr moved and Workman seconded approval of the Staff Meeting minutes of June 12, 2003. Workman, Schorr and Stevens voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Letter to Lincoln Airport Authority Regarding Drag Strip Racing
- B. Correspondence from Nebraska Attorney General (Exhibit A)
- C. Microcomputer Request C#2003-207 from County Sheriff, \$1,031.35 for Two (2) Palm Pilots (Exhibit B)
- D. Emergency Repair Request from Corrections (Exhibit C)

MOTION: Schorr moved and Workman seconded approval of the additions to the agenda. Schorr, Workman and Stevens voted aye. Motion carried.

ADMINISTRATIVE OFFICER REPORT

F. Insurance for Prairieland Dairy Underpass

Dan Rice, Prairieland Dairy, LLC, appeared and asked that the general liability insurance aggregate be reduced from \$5 million to \$2 million. He said the culvert will extend outside of the right-of-way and will have three feet of coverage, so the risk of washout will be minimal. Rice said the liability risk would be greater if the cattle had to cross over the road.

Larry Worrell, County Surveyor, appeared and said he has no objection to the request.

MOTION: Workman moved and Schorr seconded to direct the County Attorney's Office to bring a contract back to a Board of Commissioners Meeting reflecting an aggregate insurance amount of \$2 million. Workman, Stevens and Schorr voted aye. Motion carried.

ADDITIONS TO THE AGENDA

A. Letter to Lincoln Airport Authority Regarding Drag Strip Racing

Workman said Darl Naumann Administrative Assistant to the Mayor/Economic Development, has informed him that Greg Sanford is investigating other possibilities and recommended that the letter be held.

3 COMMISSIONER MEETING REPORTS

A. Information Services Policy Committee - Stevens

Stevens said he was only able to attend part of the meeting, due to another commitment.

B. Railroad Transportation Safety District - Hudkins, Stevens, Schorr

It was noted that the meeting was cancelled, due to lack of a quorum.

C. Visitors Promotion Advisory Committee - Schorr

Schorr said a portion of the Lincoln Convention & Visitors Bureau website will only be accessible to visitors through a special password and will allow them to print coupons and receive special visitor information.

D. Lincoln Independent Business Association (LIBA) Budget Monitoring Committee - Workman, Stevens

Stevens said discussion focused on the budgeting process for the Lincoln Public Schools.

4 BUDGET UPDATE - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, gave an overview of budgets that will be reviewed at the July 8, 2003 City-County Common Meeting (Exhibit D), noting the following changes:

- * Emergency Management's grants will be moved to the Grant Fund
- * \$650 for the Post Employment Health Plan (PEHP) will be shifted from the Support Services line item to the Case Management Special Needs line item in the Community Mental Health Center's budget

Kerry Eagan, Chief Administrative Officer, said it may be necessary to budget for pre-commitment days.

Workman asked that the Common also discuss funding of the Lincoln-Lancaster Women's Commission and Rural Transit (Lincoln/Lancaster Aging Services).

Board consensus was to proceed, as outlined.

RETURNING TO ITEM 13F

Dave Johnson, Deputy County Attorney, said Rice has read the new terms of the agreement and has initialed the changes (Exhibit E).

MOTION: Schorr moved and Workman seconded to authorize the Vice Chair to initial the change from \$5 million to \$2 million aggregate.

The Vice Chair noted that the motion will supercede the previous motion.

ON CALL: Schorr, Workman and Stevens voted aye. Motion carried.

ADDITIONS TO THE AGENDA

B. Correspondence from Nebraska Attorney General (Exhibit A)

Eagan said the Nebraska Attorney General has informed the County that the opinion request as to whether Lancaster County must subject itself to the jurisdiction of the Nebraska Public Counsel as a condition for receiving funding from the Nebraska Department of Health and Human Services must come from the State, not the County.

The Board asked Johnson draft a letter to the Nebraska Department of Health and Human Services (HHS) asking that it submit the opinion request.

- C. Microcomputer Request C#2003-207 from County Sheriff, \$1,031.35 for Two (2) Palm Pilots (Exhibit B)

MOTION: Schorr moved and Workman seconded approval of the request, to be paid for through the Local Law Enforcement Block Grant (LLEBG). Workman, Schorr and Stevens voted aye. Motion carried.

- D. Emergency Repair Request from Corrections (Exhibit C)

Eagan said the water heater will be purchased off the unit price contract.

MOTION: Schorr moved and Workman seconded to declare the item an emergency and to approve the purchase of a hot water heater for Corrections. Stevens, Schorr and Workman voted aye. Motion carried.

5 COUNTY SPECIAL PERMIT NO. 198, WYNDAM PLACE COMMUNITY UNIT PLAN, AND PRELIMINARY PLAT NO. 03000, NORTH 176TH AND HOLDREGE STREETS - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, reviewed County Special Permit No. 198, Wyndam Place Community Unit Plan, and Preliminary Plat No. 03000, a request from Brian D. Carstens and Associates, on behalf of Bernie and Connie Heier, for 16 residential acreage lots on property at North 176th and Holdrege Streets (Exhibit F). He reported that the Planning Commission received six letters in opposition and a petition in opposition bearing 41 signatures of property owners in the Steven's Creek Township. Opposition issues included the septic system, traffic and safety issues and compatibility issues with agricultural uses in close and adjacent proximity. A compromise was subsequently worked out on all points of contention.

In response to a question from Schorr, DeKalb said the applicant has not indicated a willingness to dedicate more than 50 feet of right-of-way.

Stevens asked whether it would be appropriate to ask for 10 feet of easement.

Eagan said it would be preferable to own the right-of-way in fee simple.

Stevens asked whether the additional right-of-way would impact timing of road improvements.

DeKalb explained that the One and Six Year Road and Bridge Improvement Program is based on need, traffic volume, safety and public testimony.

Larry Worrell, County Surveyor, appeared and said the subdivisions roads will be dedicated to the public and maintained by the County once the 60% occupancy requirement is met.

6 JUVENILE DETENTION PER DIEM - Dennis Banks, Lancaster County Juvenile Detention Center Director; Judy Foote, Lancaster County Juvenile Detention Center

Dennis Banks, Lancaster County Juvenile Detention Center Director, recommended that the daily per diem rate be set at \$213 for the City and counties and that the State be set at a lower rate in consideration of the amount of business that it does with the County and the fact that it provides reimbursement for the education component.

Judy Foote, Lancaster County Juvenile Detention Center, said the recommended rates do not reflect depreciation or indirect costs.

MOTION: Schorr moved and Workman seconded to set the daily per diem rates at \$213 for the City and counties and \$180 for the State. Workman, Schorr and Stevens voted aye. Motion carried.

7 HUMAN SERVICES REORGANIZATION - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, presented a plan to create the Office of Criminal Justice Services (OCJS), noting the purpose is to provide oversight management and accountability for the juvenile and adult criminal justice systems in Lincoln and Lancaster County (Exhibit G).

Steve Rowoldt, Chief Probation Officer in County Court Probation, reported on the potential impact of LB 46 (change and adopt provisions relating to corrections, probation and parole).

In response to a question from Workman, Boesch said other states tend to separate criminal justice services and human services.

Workman asked Mike Thurber, Corrections Director, to comment on the plan.

Thurber agreed that coordination is critical, but said he was unaware that this was planned. He said further discussion with the State is needed if LB 46 "comes out" and said there is potential for "fallout" if individuals fail or are revoked from their parole or probation, are released early or if state correctional facilities are closed.

Rowoldt said individuals charged with misdemeanors may not want to pay the required fee, which could also impact the jail.

Dennis Banks, Lancaster County Juvenile Detention Center Director, appeared and expressed disappointment that there was no collaboration with the other department heads in developing the plan.

Boesch explained that her charge was not to get everyone's input, rather to create a system of coordination on paper for the Board to look at.

Banks said the National Juvenile Detention Association opposes systems that have juveniles and adults under the same system, as the philosophies differ.

Gus Hitz, Youth Assessment Center (YAC) Director, appeared and said he would like to see YAC function as an independent agency but said the idea of coordination makes sense. He said YAC and Community Alternatives to Detention have common objectives and said certain functions could be coordinated under one department.

Dave Kroeker, Budget and Fiscal Officer, appeared and questioned whether the intent of LB 46 is to fund community corrections.

Rowoldt said he believes the funds will come back, with the appropriate target population.

Gwen Thorpe, Deputy Chief Administrative Officer, said Gordon Kissel, Legislative Consultant, is working to clarify the intent of the bill.

Kroeker suggested that the County also seek funding assistance from the City.

Boesch said she is willing to serve in whatever role the Board deems appropriate, but said she has been coordinating the Juvenile Criminal Justice System in addition to her normal job duties and would prefer to be relieved of one of these functions by September 1, 2003.

MOTION: Schorr moved and Workman seconded to schedule a two hour work session within the next three weeks to work on the plan.

The work session was tentatively scheduled for 1:30 p.m. on July 10, 2003.

ON CALL: Schorr, Workman and Stevens voted aye. Motion carried.

Boesch suggested that the Board utilize the services of a facilitator for the work session.

8 MAIN LIBRARY STUDY - Carol Connor, Library Director; John Dale, Assistant Director; Darrell Podany, Library Board of Trustees President

Carol Connor, Library Director, gave an overview of Bennett Martin Public Library Space Needs & Facility Study (Exhibit H). She explained that the purpose of the study was to create a community dialogue concerning the main branch.

Darrell Podany, Library Board of Trustees President, added that there is not a firm plan of action or timeline in place.

9 JOB DESCRIPTION FOR FAMILIES FIRST AND FOREMOST (F³) DEPUTY DIRECTOR; RETURN TO STATE OF \$100,000 PER INTEGRATED CARE COORDINATION UNIT (ICCU) CONTRACT - Sheryl Schrepf, Families First & Foremost (F³) Director; Georgia Glass, Personnel Director

Job Description for Families First & Foremost (F³) Deputy Director

Sheryl Schrepf, Families First & Foremost (F³) Director, asked the Board to establish the position of Deputy Director for the Office of Juvenile Mental Health. She further requested that Renee' Dozier be appointed to that position with a salary of \$62,000 and benefits, effective July 1, 2003 (Exhibit I).

In response to a question from Schorr, Georgia Glass, Personnel Director, said the salary is in line with that of other deputy directors.

MOTION: Workman moved and Schorr seconded to schedule appointment of Renee Dozier as the Office of Juvenile Mental Health Deputy Director at a salary of \$62,000 and approval of job description, effective July 1, 2003. Workman, Schorr and Stevens voted aye. Motion carried.

Return to State of \$100,000 Per Integrated Care Coordination Unit (ICCU) Contract

Schrepf said Ron Ross, Nebraska Department of Health & Human Services (HHS) Director, is sending the County a letter requesting a refund of \$100,000 in cost savings from the Integrated Care Coordination Unit (ICCU) contract under terms of the contract (Exhibit J).

- 10 LABOR NEGOTIATIONS** - Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager; Diane Staab, Deputy County Attorney

MOTION: Workman moved and Schorr seconded to enter Executive Session at 11:03 a.m. for discussion of labor negotiations. Workman, Schorr and Stevens voted aye. Motion carried.

MOTION: Workman moved and Schorr seconded to exit Executive Session at 11:26 a.m. Schorr, Stevens and Workman voted aye. Motion carried.

- 11 TRAFFIC GRANT FROM HIGHWAY SAFETY COMMISSION** - Terry Wagner, Lancaster County Sheriff; Bill Jarrett, Chief Deputy Sheriff

Terry Wagner, Lancaster County Sheriff, requested authorization to apply for a three year Sheriff's Program for Accident Reduction & Education (SPARE) Grant to implement the SPARE II program (Exhibit K). The Nebraska Office of Highway Safety (NOHS) will fund the first year of the grant (\$85,988), with decreased funding the second and third years. He said the SPARE II deputy that will be hired is in addition to, and in support of, the original SPARE position that was created in 2001 (third and final grant year will begin October, 2003). The Sheriff's Office will absorb the deputy and program into its budget at the conclusion of the three year grant. Long term costs to continue the program will be the deputy's salary, benefits and vehicle replacement.

MOTION: Schorr moved and Workman seconded approval of the grant application, as presented. Workman, Schorr and Stevens voted aye. Motion carried.

12 ACTION ITEMS

- A. Request for Laptop Computer from Kit Boesch, Human Services Administrator

MOTION: Workman moved and Schorr seconded approval of the request and directed Dave Kroeker, Budget and Fiscal Officer, to determine the funding source. Workman, Schorr and Stevens voted aye. Motion carried.

- B. Microcomputer Request, C#2003-199, \$6,673.21 from Families First & Foremost (F³) Budget for Four (4) PC's, Software and Installation
- D. Microcomputer Request, C#2003-198, \$6,673.21 from Families First & Foremost (F³) 2004 Budget for Four (4) PC's, Software and Installation

Sheryl Schrepf, Families First & Foremost (F³) Director, appeared and explained that funding will be through the F³ Grant or the Integrated Care Coordination Unit (ICCU) contract.

MOTION: Workman moved and Schorr seconded approval of Items 12B and 12D. Stevens, Schorr and Workman voted aye. Motion carried.

- C. Ratification of Submission of Grant Application to Woods Charitable Fund, Inc. in the Amount of \$10,000 for Partial Funding for the Harvest Project (Community Mental Health Center)

MOTION: Workman moved and Schorr seconded approval. Schorr, Stevens and Workman voted aye. Motion carried.

- D. Microcomputer Request, C#2003-198, \$6,673.21 from Families First & Foremost (F³) 2004 Budget for Four (4) PC's, Software and Installation

Item moved forward on the agenda.

- E. Government Innovations Grant Application for Try Another Way and Expediter Projects in the Amount of \$100,000 (On-Line Submission)

MOTION: Workman moved and Schorr seconded to authorize Kit Boesch, Human Services Administrator, to submit the grant application. Schorr, Workman and Stevens voted aye. Motion carried.

- F. Cellular Phone Request from Kim Etherton, Alternatives to Incarceration Director

MOTION: Workman moved and Schorr seconded approval of a cellular phone for the Alternatives to Incarceration Director, with a set-up cost of \$57.60 and a rate of \$0.07 per minute.

Board consensus was to ask agency directors to indicate the number of cellular phones utilized within their departments before the next Management Team Meeting.

ON CALL: Schorr, Workman and Stevens voted aye. Motion carried.

13 ADMINISTRATIVE OFFICER REPORT

A. Lincoln Convention & Visitors Bureau (CVB) Contract

Eagan reviewed proposed changes to the contract (Exhibit L).

The Board scheduled action on the June 24, 2003 Board of Commissioners Meeting agenda.

B. High Speed Internet Access in the County

Board consensus was to have Darl Naumann, Administrative Assistant to the Mayor/Economic Development, look at the issue from the economic development aspect.

C. Response to Letter from Bryan/LGH Medical Center for Pre-Commitment Treatment of Emergency Protective Custody (EPC) Patients

A letter draft was submitted into the record (Exhibit M).

MOTION: Workman moved and Schorr seconded to authorize Kerry Eagan, Chief Administrative Officer, to send the letter of response to Bryan/LGH Medical Center under his signature. Workman, Schorr and Stevens voted aye. Motion carried.

D. Letter from Nebraska Appleseed Center for Law in the Public Interest Regarding County's General Assistance (GA) Obligation to Former Medicaid Recipients (Ribicoff Medicaid Program)

MOTION: Schorr moved and Workman seconded to direct Kerry Eagan, Chief Administrative Officer, to draft a letter of response. Workman, Schorr and Stevens voted aye. Motion carried.

E. Families First & Foremost (F³) Funds

Johnson gave a brief explanation of the amendment to an agreement with the State of Nebraska, Department of Health and Human Services for Comprehensive Community Mental Health Services for children and their families that is scheduled on the June 24, 2003 Board of Commissioner Meeting agenda.

F. Insurance for Prairieland Dairy Underpass

Item moved forward on the agenda.

G. Pension Update

The Board directed Kerry Eagan, Chief Administrative Officer, to work with the Personnel Department and the Pension Review Committee to set up the informational meetings.

14 ADJOURNMENT

MOTION: Schorr moved and Workman seconded to adjourn the meeting at 12:17 p.m. Workman, Schorr and Stevens voted aye. Motion carried

Bruce Medcalf
County Clerk